

Message

From: Easley, Jackie [Easley.Jackie@epa.gov]
Sent: 8/22/2018 4:31:56 PM
To: Thomas, Deb [thomas.debrah@epa.gov]; Garvey, Megan [garvey.megan@epa.gov]; Davis, Patrick [davis.patrick@epa.gov]
Subject: Travel SharePoint Site
Attachments: TRAVEL PURPOSE CODES.pdf

Below is the link to the RA's SharePoint site.

https://usepa.sharepoint.com/:x:/r/sites/R8/R8CoS/_layouts/15/Doc.aspx?sourcedoc=%7BFF1666BE-7C3F-4F22-80F8-08A8FC23E79A%7D&file=FY-18%20ORA%20Travel%20Budget-08-14-18.xlsx&action=default&mobileredirect=true

Please give me a call if you would like for me to walk you through how the spreadsheet works. I've also attached the list of travel purpose codes for your assistance.

Magen, when completing your travel authorization request forms, please identify the following in the comments as the funding code for all your trips "18 R8 RA General"

Thanks! JRE

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